



Learning Support Assistant

Job Description

Grade:	Scale 5
Hours:	27.5 hours per week
Weeks:	38 per year
Responsible to:	Head of Inclusion

Main purpose of job

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils

Key areas of accountabilities

- To work alongside individual and small groups of students ensuring their ability to access the planned lesson
- To liaise with class teachers when a student is unable to access a lesson and adapt the learning activity appropriately
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development and attend training where necessary.
- Participate in comprehensive assessment of pupils to determine those in need of particular help specifically help with the grading of basic group tests. Provide the teacher with information to assist with the development and implementation of individual Education/Behaviour/Support/Mentoring plans
- Establish productive working relationships with pupils; developing an enhanced Pastoral relationship with specific students, acting as a role model including the use of restorative practices
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils and raise concerns within agreed school systems to the appropriate line manager
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, use the school records and sanction systems as appropriate, monitor reports and day books.
- Provide the necessary support to enable students to sit examinations and fulfil their access arrangements. This may include invigilating exams, scribing for and reading to students when necessary and permissible.
- Provide daily feedback for the SENCO
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in the inducting of new staff
- Implement planned supervision of pupils out of school hours



- Supervise pupils on visits, trips and out of school activities as required
- Monitor and assist with any specialist equipment as required under the direction of a teacher.
- Support teaching staff and House teams by assisting with break duties as directed by the Head teacher
- Any other task in keeping with the nature and grade of the role that is required by the Head teacher/SENCO to support students.

Additional responsibilities

All support staff roles at Deptford Green carry the following additional responsibilities:

- Becoming trained in First Aid to at least emergency responder level
- Taking part in examinations invigilation and duty rotas
- Take part in the school's performance management arrangements
- Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Supporting diversity and ensure equal opportunities for all
- Contributing to the overall ethos/work/aims of Deptford Green School
- Developing constructive relationships and communicate with other agencies/professionals
- Sharing expertise and skills with others
- Participating in training and other learning activities
- Attending school events as required
- Undertaking any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section